

Service Contract Review Summary Report - DSPD SFY 2008 - FOCUS Form

'Rate Based Contracts - Open Ended'

Form Content Updated 9/12/2007

Sample Size: _____

Division: Division of Services for People With Disabilities

Review Date: _____

Reviewer(s): _____

(1)

(2)

Provider Name: _____ Prov # _____

Contract #(s): _____

Review Location(s): _____

Service Type(s): _____

Compliance Ratings: Y = Yes; N = No; N/A = Not Applicable

CONTRACT MONITORING PLAN

Program Requirements/Scope of Work	Compliance? (Yes / No / N/A)			Comments
1) Documentation/client record requirements (Q4)	Yes	No	N/A	Major _____ Significant _____ Minor _____
				4. Long Form
2) Staff Training, Competency & Tracking (Q5)	Yes	No	N/A	Major _____ Significant _____ Minor _____
				5. Long Form
3) Staff requirements(Q6)	Yes	No	N/A	Major _____ Significant _____ Minor _____
				6. Long Form
Rate Based Contracts	Compliance? (Yes / No / N/A)			Comments
4) Case management/worker verification of billings prior to fund disbursement?(Q10)	Yes	No	N/A	Major _____ Significant _____ Minor _____
				14. Long Form
5) Onsite reconciliation of billings with client service records?(Q11)	Yes	No	N/A	Major _____ Significant _____ Minor _____
				15. Long Form
6) Billings have attached lists of clients receiving billed service?(Q12)	Yes	No	N/A	Major _____ Significant _____ Minor _____
7) Onsite reconciliation of billed hours with provider time records?(Q13)	Yes	No	N/A	Major _____ Significant _____ Minor _____
8) Staff hours provided agree with client worksheets? LUR Current? (Q14)	Yes	No	N/A	Major _____ Significant _____ Minor _____
				16. Long Form
Client Fund Management	Compliance? (Yes / No / N/A)			Comments
9) Client funds have been managed appropriately by the Provider? (Q15)	Yes	No	N/A	Major _____ Significant _____ Minor _____
				17. Long Form
Federal Assurances & Standard Terms	Compliance? (Yes / No / N/A)			Comments
10) Compliance with Federal Employment Eligibility Verification (I-9) & BCI, Conflict of Interest, DHS & DSPD Code of Conduct, Indemnity Requirements, and Emergency Mgt & Business Continuation Plan on file (Q16)	Yes	No	N/A	Major _____ Significant _____ Minor _____
				19. Long Form